

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **066**

Salary: **Unpaid**

INTERNSHIP INFORMATION

Number of Vacancies: **2**

Location: **MCI-Shirley, Shirley
MA**

Internship Track: **Offender Case
Management**

Hours/Schedule: **Days, Flexible**

Duration:
Full Semester

Position Description: **The MCI-Shirley Classification intern will interact with Correction Program Officers, attend and assist in the preparation for Classification hearings and gain an understanding of classification, treatment and programs at a busy, large medium security facility. Programming aspects at MCI-Shirley include the Correctional Recovery Academy (substance abuse treatment), education and the American Vet Dog program (training future service dogs for military veterans.**

Responsibilities/Major Duties: **Reviewing classification boards, program plans, and other documentation to assist correctional staff in preparing annual classification reviews; filing and organizing information related to inmate classification and programing.**

Preferred Qualifications: **Knowledge of Microsoft Word and Excel. Excellent communication skills and ability to work in a fast paced environment.**

How to apply:**Mail Internship Application to:****Carol Thomas, Director**

Office of Diversity & Equal Opportunity

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Fax: (508) 422-3654

Agency Web Address: <http://www.mass.gov/doc>

An Equal Opportunity/Affirmative Action Employer.

Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.